**Keynote Basics**

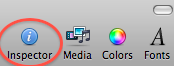
**View Getting Started with Keynote Tutorial:**

Keynote Startup screen or Select Welcome to Keynote from the Help menu in Keynote

Additional Keynote Tutorials on specific topics can be found at: <http://www.apple.com/iwork/tutorials/?sr=app#keynote>

**Transitions & Builds (Animations)**

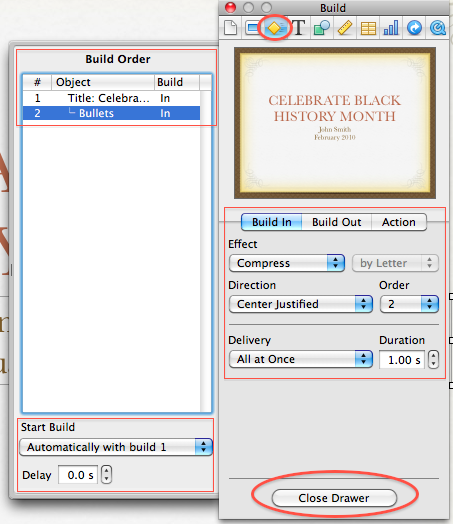
* Open the Inspector Menu from the Keynote Toolbar:



* Select the second tab on the Inspector Menu as indicated below:



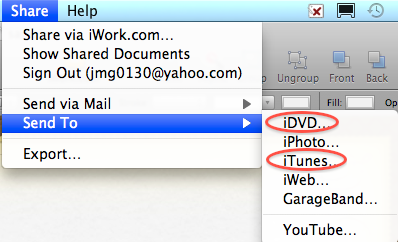
* Select a Transition Effect, Duration & Direction, where applicable. Lastly, to easily convert your slideshow to a video, select “Automatically” under Start Transition.
* Add Builds to your Presentation for a more “video” quality. Select the third tab in the Inspector Menu as indicated below:



* Choose an Effect from the “Build In” menu. Some Keynote effects have additional options for letter, words or paragraphs.
* Choose a Direction and Order for the Build to appear. To see your Build Order in a more detailed view, click on the Open/Close Drawer button at the bottom of the Inspector.
* Select Start Build to change option from “On Click” to “Automatically with build or transition” or “Automatically after build or transition”

**Send Your Project to iTunes or iDVD**

* Select Share from the Keynote Menu—Choose iDVD or iTunes; leave settings at “Fixed Timing”:

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